

Memo

To: Town Council
From: Matt Hart, Town Manager
CC: Town Employees
Date: October 11, 2011
Re: Town Manager's Report

Below please find a report regarding various items of interest to the Town Council, staff and the community:

Council Requests for Information/Council Business

- *Advertising for Special Town Meeting* – Per the town's past practice, the Town did not issue a direct mail piece to residents in advance of the special town meeting held on September 26th. All other advertising modes were utilized, however, including: local media (print and online newspapers, radio, and cable) Facebook, website, Q-Notify, signboards and flyers posted around town buildings and sent home with schoolchildren). All of the preceding advertising methods and a direct mail piece will be utilized for the upcoming referendum.
- *Capacity of Council Chambers* – The occupancy capacity of Council Chambers was questioned at Council's last meeting. The capacity of the room is not posted as the capacity depends on the room configuration. As the room was set up at the special town meeting, the recommended occupant capacity was 125. Our Fire Marshal was present to assess and maintain safe conditions for all those present that evening.
- *Neighbor to Neighbor Energy Challenge* – The Town of Mansfield, together with 13 other Connecticut municipalities, received a grant to launch the Neighbor to Neighbor Energy Challenge initiative to reduce energy waste. Community and organization leaders are invited to attend an informational session on Wednesday, November 2nd to learn more about how they can get involved. For more information, please see [item number 6](#) in your meeting packet.
- *Special Council Meetings* – Staff will be scheduling several special meetings over the next few months to discuss water supply, the school building project and the budget. The first special meeting is a water workshop scheduled for Monday, October 24th at 6:30pm. We will poll the Council via email to determine the remainder of the meeting dates.

Departmental/Division News

- Town Manager's Office
 - *CCM Annual Convention* – Cherie Trahan, Director of Finance, and I participated in a panel discussion concerning shared services at CCM's recent annual convention held on October 6, 2011. The Town of Enfield discussed its consolidated town/school Department of Information Technology, the Town of Plainville reviewed its recent consolidation of assessor and revenue collection functions, the Town of Wethersfield discussed shared town/school ground services and we reviewed our history with shared financial management services. The session was well-attended and I believe informative.
 - *Economic Development Commission* – To help facilitate staff's efforts to implement an economic development program and strategy for the Town, I would like the Council to give some thought to re-establishing the economic development commission. I will plan to review this idea with the Committee on Committees in the November/December timeframe.

- *Governor's Economic Summit* – Linda Painter, Director of Planning and Development, and I attended the Governor's economic summit held on October 7, 2011. UConn President Herbst participated in a panel discussion regarding the role of academia in economic development, which was an interesting session. While Connecticut's leadership appears to embrace a development model based on promoting innovation and job growth, a key challenge, in my view, will be to successfully communicate that message and strategy throughout the relevant state agencies.
- *Library Director's Position* – Staff is preparing the posting for the Library Director's position and will distribute the announcement in the near term.

Major Projects and Initiatives

- *Police Study* – On Wednesday, October 19th at the Mansfield Community Center Community Room, we will host public information sessions to solicit input on the draft police services study and the various police service delivery options. The project consultant will provide brief formal presentations at 5:30 and 7:30PM to kick-off each session. Members of the public may also drop-in from 6:00-7:00PM and 8:00-9:00PM if they are interested in providing feedback but not in attending the presentation. The police service study is available online at www.mansfieldct.gov. Reading copies of the police services study are also available at the Mansfield Public Library, the Mansfield Senior Center, the Mansfield Community Center and the Town Clerk's Office.

Member Organizations

- *WINCOG Board of Directors Meeting* – On October 8, 2011, I attended the WINCOG board meeting, which featured an interactive session with CL&P to review the utility's response to Tropical Storm Irene. Suggestions from board members as to how the utility could work more closely with municipalities to respond to these types of incidents seemed to well-received by CL&P.

Upcoming Meetings*

- Zoning Board of Appeals, October 12, 2011, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Community Campus Partnership, October 13, 2011, 4:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Sustainability Committee, October 13, 2011, 5:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Community Quality of Life Committee, October 13, 2011, 7:00PM, Conference Room C, Audrey P. Beck Municipal Building
- Board of Education, October 13, 2011, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Communications Advisory Committee, October 17, 2011, 7:00PM, Conference Room C, Audrey P. Beck Municipal Building
- Planning and Zoning Commission, October 17, 2011, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Committee on Committees, October 18, 2011, 2:00PM, Conference Room C, Audrey P. Beck Municipal Building
- Human Services Advisory Committee, October 19, 2011, 2:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Conservation Commission, October 19, 2011, 7:30PM, Conference Room B, Audrey P. Beck Municipal Building

- **Special Town Council Meeting**, October 24, 2011, 6:30PM, Council Chambers, Audrey P. Beck Municipal Building
- Town Council, October 24, 2011, 7:30PM, Council Chambers, Audrey P. Beck Municipal Building

**Meeting dates/times are subject to change. Please view the [Town Calendar](#) or contact the Town Clerk's Office at 860-429-3302 for a complete and up-to-date listing of committee meetings.*